

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I want to express my sincere gratitude for the job offer for the position of [Job Title] at [Company's Name]. After careful consideration, I have decided to decline the offer. This was not an easy decision, as I truly admire [Company's Name] and appreciate the time and effort you and your team dedicated to the interview process.

I wish you and your team continued success and hope to cross paths in the future.

Thank you once again for the opportunity.

Best regards,

[Your Name]